



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2018-M-022

☒ **Staff**
☐ **Committee**

Subject:	2018 Ontario Association of the Committee of Adjustment (OCA) Conference
Agenda Date:	April 17 ,2018
Attachments for Information:	<ul style="list-style-type: none">• 2018 OCA Conference Brochure

RECOMMENDATION

This memorandum is to recommend that Council consider the following motion:

WHEREAS the Municipality generally sends three individuals to the annual conference of the Ontario Association of the Committee of Adjustment (OCA) Conference; AND WHEREAS Council sent the Planning Assistant in 2017 to the OCA; AND WHEREAS the expenses to do so in 2018 were included as part of the draft budget submissions for the Planning Department and reviewed by the Planning Advisory Committee (PAC); AND WHEREAS the Committee of Adjustment in prior years recommended to Council to allow three delegates; AND WHEREAS the 2018 municipal budget is not yet passed and the early bird registration deadline is the 28th of May, 2018; AND FURTHER THAT the OCA no longer offers municipal training, as per the restructuring of the OCA; AND FURTHER THAT the OCA online training video series will not be available until the Fall of 2018; NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-022; AND FURTHER THAT Council deems it desirable to further the training of current and newly appointed Committee members; AND FURTHER THAT Council hereby approves the OCA conference cost for a total of _____ delegates including the Planning Assistant/Secretary-Treasurer from the municipality.

INFORMATION

In previous years, the Municipality has usually approved three individuals to attend the annual conference of the Ontario Association of the Committee of Adjustment (OCA) Conference. Last year Council approved the Planning Assistant to attend only. This conference provides training opportunities specific to the Committee of Adjustment and Consent Authorities. Those who have previously attended were the staff Planner, who was the Secretary-Treasurer of the Committee of Adjustment, and two members of the Committee. This year's conference is in the City of Niagara Falls and runs from June 3rd to June 6th. The registration cost is \$550 per person (Member Fee or \$680 Non-Member Fee) & Refunds are not available after May 28th. Hotel base cost is \$109 – \$139.99 per night for 3 nights based on availability of the Conference rate of \$139.99 plus applicable taxes and an additional parking of \$15.00 per day & Group rate is only available until May 1st. Travel to Niagara Falls and back, using the rate from our policy would be \$565, per vehicle. Meals not included in the registration cost would be \$75 per person. Therefore the total approximate cost would be \$5,000 to \$5,300 for 3 people (depending whether one or two vehicles are taken and whether they are members or non-members). OCA annual membership fees have increased by \$10.00 and are \$130 per person. These are budgeted under membership, but the reason we budget for 3 memberships is because the member cost plus the cost of the membership equals the non-member cost for the conference. Draft 2018 budget submissions for the Planning Department Expenses included a total of \$5,000 for conferences including the 2018 Planning Authorities Technical Workshop generally held in Sudbury.

At the C of A meeting held on March 22, 2018 the Committee of Adjustment (C of A) requested for staff to continue efforts in having someone from the OACA to come and do in-house training, instead of sending individual members to conferences. Staff informed the Committee that due to the restructuring of the OACA, Municipal in-house training is no longer available.

Alternatives:

Council may also choose to alternate committee members each year, so that members from the Committee can receive proper training and alternate from year to year. Alternatively, if Council deems it desirable to await until the fall for the OACA online training video training sessions. These training videos will be a series of six-ten minutes videos, aimed at new or returning Committee members. These videos are proposed to be available through a secured side of the OACA website for a fee unknown at this time. More information on these videos are scheduled to be previewed during the upcoming conference in Niagara. This could be considered in addition to sending members to the conference or an alternative to sending three people.

Prepared by:

Approved for Council consideration by:

Tammy Lepage, Planning Assistant	Elaine Gunnell, Acting CAO/Municipal Clerk
Name, Position	Name, Position



2018 OACA Conference Crowne Plaza, Niagara Falls June 3-6



WORKSHOPS

DO RULES HELP OR HINDER AND WHO IS THIS ROBERT GUY ANYWAY?

MEDICAL CANNABIS GROW OPERATIONS PANEL

DO YOU REALLY UNDERSTAND THE PLANNING ACT OR JUST DO IT BECAUSE THAT'S THE WAY IT'S ALWAYS BEEN DONE?

USE VARIANCES

VALIDATION CERTIFICATES: DON'T LET THE SIMPLE BECOME COMPLICATED

HOW INFURIATED NEIGHBORS USE THE C OF A TO RESOLVE THEIR BOUNDARY DISPUTES AND THE OPTIONS AVAILABLE TO PROTECT THE PROCESS

SHORT TERM RENTALS AND AIR B N B

COMMUNITY IMPROVEMENT PLANS

CULTURAL HERITAGE IN LAND USE PLANNING

COMMITTEE OF ADJUSTMENT AND NATURAL JUSTICE

TIPS AND TECHNIQUES FOR SUCCESSFUL HEARINGS

ENGINEERING CONSIDERATIONS FOR CONSENT AND MINOR VARIANCE APPLICATIONS

MODERNIZING THE MUNICIPAL ACT, BILL 68

ENFORCEABLE CONDITIONS

OMB REFORM, BILL 139

#OACAROCKSNIAGARA

We are thrilled to present to you the 2018 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Annual Conference Information and Registration Package. The City of Niagara Falls will be your host for this year's event. As a delegate at this year's conference you will have the opportunity to take part in many educational and motivational workshops and networking opportunities.

Please join us in kicking off 2018 Conference #OACAROCKSNIAGARA at our wine & cheese reception on Sunday June 3, 2018 7-9 p.m. in the Rainbow Salon (located on the 10th floor of the Crowne Plaza) overlooking the Falls. Following the Reception you'll be able to view the amazing fireworks display at 10pm.

Monday evening our delegates and companions will be provided with a buffet style dinner in the Rainbow Room restaurant in the hotel and then enjoy a free evening to experience all that Niagara Falls has to offer. With this amazing location we are steps away from The Falls, the Niagara Brewing Company, Clifton Hill & Lundy's Lane; you will not be bored! Later in the evening we ask all of our delegates to join us in our Networking Suite in the Hard Rock Club Room located in the Hard Rock Café for salsa and ballroom dance lessons by OACA's own Isaac Lallouz.

Tuesday evening will be our annual banquet at the Crowne Plaza, Niagara Falls which will include a delicious dinner and dancing the night away to music provided by All Star Sound. Please visit <http://allstarsound.djintelligence.com/request/> and use the group name 'OACA' (no password required) to submit your song requests for our banquet; this will ensure that we have a great lineup of songs to dance the night away to!

For the duration of the conference delegates will be given access to discounted Passes to the Fallsview Indoor Waterpark for \$26.95 per person (*regular Price is \$46.99*). The Fallsview Indoor Waterpark is connected to the Crowne Plaza and is directly accessible. Passes can be purchased during the conference from the Fallsview Indoor Waterpark by giving them your name and indicating you're with the OACA Conference.

For full Conference Package and Registration Form please visit our website www.oaca.info.



CONFERENCE REGISTRATION CLOSES ON MAY 28, 2018.

Crowne Plaza Niagara Falls



Welcome to the Crowne Plaza Niagara Falls – Fallsview Hotel, a grand classic AAA/CAA 2013 three Diamond four star hotel located in Niagara Falls, Canada. The Grand Dame of all the Niagara Falls Hotels, the Crowne Plaza is just steps from the Falls, featuring direct indoor connections to the Fallsview Indoor Waterpark, Casino Niagara, Restaurants & Attractions, all located within Falls Avenue Resort.

Conveniently located next to the Clifton Hill Tourist District, The Crowne Plaza has partnered with many Niagara Falls Hotels, Niagara Attractions, & Local Niagara Falls Restaurants giving guests a truly unique experience. An indoor walkway offers easy access to these falls attractions, entertainment venues, themed dining establishments & exclusive shops all within the Falls Avenue Complex, making the Crowne Plaza Fallsview your home away from home in the centre of it all!

Please contact the Crowne Plaza Hotel directly to make reservations and ensure you advise that you are with the OACA Conference. When making reservations by phone use reservation code: OACA.

DON'T WAIT TO MAKE YOUR RESERVATIONS!
THE GROUP RATE IS ONLY AVAILABLE UNTIL MAY 1, 2018

Rates are per night and will also apply to pre and post event dates and will be based on availability only.

Rates:

\$109.00 – Traditional Room

\$139.99 – Fallsview Room

Venue:

Crowne Plaza

Phone: 1-800-519-9911

Location: 5685 Falls Avenue, Niagara Falls, Ontario

Parking:

Onsite Parking - \$15.00 per day

Please Note:

All accommodations are subject to applicable taxes and fees and are based on single or double occupancy. A fee may be charged for additional persons in each room.



Tips and Techniques for Successful Hearings

Rick Ross, City Wide Chair for City of Toronto

This scenario based interactive session will go beyond the four tests and legal issues to address approaches that can make a hearing run more smoothly. We will explore dealing with interpersonal relationships including the interaction between applicants and neighbors, as well as with the Committee. We will also look at the dynamics between panel members. Relationships with staff will also be addressed. The overall goal of the session is to share best practices in a variety of areas.

Do you really understand the Planning Act or just do it because that's the way it's always been done?

Sidney Troister, LSM, Partner, Torkin Manes LLP

"But we've always done it that way!" The notorious phrase we've all heard a thousand times. In this workshop Sidney will review how Committees of Adjustment and staff have implemented various consent applications in the past, and how our processes need to be modernized and simplified. The workshop will touch base on inadvertent mergers, validations, lot additions to previously approved lots, reference plans as conditions (when there is a good legal description on title) and more. He will make time for all your questions.

Modernizing the Municipal Act, Bill 68

Fred Dean, Amberley Gavel Ltd.

The amendments to the Municipal Act and Municipal Conflict of Interest Act in Bill 68 will bring a significant new landscape to the entire municipal sector. This workshop will review some of the changes. While some changes are already in effect most will be effective on March 1, 2019. Now is the time to prepare. Mandatory Codes of Conduct for members of Council, committees and local boards together with Integrity Commissioners will take effect on March 1st. Also, the process for complaints under the MCIA will change dramatically allowing complaints to go to the IC. What will be the impact of these changes? Relationships and conduct of members will be under a microscope like never before.

The Value of Registered Professional Planners

Jason Ferrigan, RPP President of OPPI & Dir of Planning for City of Greater Sudbury

The Ontario Professional Planners Institute (OPPI) is the recognized voice of the planning profession in Ontario. OPPI represents approximately 4000 professional planners across the province, many of whom work with Committees of Adjustment and Consent Authorities on a daily basis. This session will explore what is new at OPPI and the valuable role that Registered Professional Planners play in the minor variance and consent decision making processes.





Ontario Municipal Board Reform, Bill 139

Michael Bowman, Partner, Osler Hoskin & Harcourt LLP

With Bill 139 receiving Royal Assent on December 12, 2017 this brings many changes to the review of local planning decisions. In this session, Mr. Bowman will review the new changes and how the transition will take place, including what happens to appeals already before the OMB, appeals made between the date of assent and the date that the new rules are in place, and appeals made after the new legislation comes into force. Through this workshop delegates will also gain a better understanding of the new LPAT.

Medical Cannabis Grow Operations Panel

Craig Larmour, BA, MCIP, RPP, Director of Community and Development Services for Niagara-on-the-Lake, Mat Vaughan, Principal Planner, BES, MCIP, RPP, CMMII, Norfolk County, Jeff Ryan, Principal of Tweed (Canopy) Growth, Mike McGuire, Director of Operations- Office of Medical Cannabis, Ministry of Health



Join this panel discussion to learn more about the process of application for a Medical Cannabis Grow Operation and the direct connection it has to Committee of Adjustment. Each panelist will have a brief overview of their involvement in the process and then there will be an open-floor question and answer period.

Use Variances

Joel Farber, Partner, Fogler Rubinoff LLP

When can a Committee authorize a new use under Section 45 of the *Planning Act*? We will examine cases, trends and new developments in permissions for use variances. We will also look at practical examples of situations where Committees will be increasingly called on to consider use permissions.



Cultural Heritage in Land Use Planning

James Hamilton, Ministry of Tourism, Culture and Heritage

Staff from the Ministry of Tourism, Culture and Sport will offer an overview of Ontario's legislative framework for the protection of cultural heritage resources, as it pertains to the municipal land use planning process. This session will look at the mechanisms provided to municipalities in the Ontario Heritage Act, and the policies in the PPS on archaeological resources, built heritage resources and cultural heritage landscapes. We will discuss some of the common Official Plan policies that reflect these PPS provisions, and their implications for the consent and minor variance process.



Short Term Rentals and Air B n B

Italo Joe Luzi, CPSO, CMMIII, MLEO, CET, Manager of Enforcement Services, City of Vaughan

The short term rental workshop will provide a general overview of the short term rental concept, now a major component of the shared economy model. The historical zoning and enforcement realities will be explored and will include a scan of the applicable Acts and Legislation pertinent to regulation and licensing of this emerging land use concept. Finally, a focus on the legal implications of zoning/enforcement/investigative challenges will be coupled with a short case study which captures the uniqueness of the zoning/licensing regulation path, experienced by one Ontario municipality.

Committee of Adjustment and Natural Justice

Isaac Lallouz, P. Eng, Committee of Adjustment for City of Toronto, North York Panel

What is natural justice? For this workshop we will explore natural justice and the term of procedural fairness, rule against bias and the right to a fair hearing, transparency (members conduct during a hearing) and the treatment of self-represented parties during a hearing.

Engineering Considerations for Consent and Minor Variance Applications

David Martin, C.P.T., C. Tech, Supervisor, Development Engineering South, City of Mississauga

This session will be targeted to Committee of Adjustment members and will be an open discussion and examination of a number of examples of simple and complex development applications and how the engineering requirements relate or are considered when reviewing the considerations and tests in the Provincial Policy Statement and/or Sections 45 & 51 of the Planning Act.

Enforceable Conditions

Warwick Perrin, Supervisor of Enforcement, Niagara-on-the-Lake

Often committees of adjustment include conditions on provisional consents and variances that are to be enforced after time has passed, and perhaps new owners have taken over. In this workshop you will review different types of conditions that are often imposed that can be somewhat difficult to enforce. Discussions will cover some of our oddball conditions, how committees should consider the long term effect and how these conditions will be enforced.



Community Improvement Plans

Bobby Gauthier, MCIP, RPP, Senior Planner of WSP



Community Improvement Plans (CIPs) are flexible revitalization tools used by over a hundred municipalities in Ontario to promote investment in private property. The session will introduce and explore CIPs in depth. Using case studies, the presenter will illustrate the positive impact CIPs have had on municipalities, especially downtown and main street areas. The session will also explore more recent innovative uses of CIPs, such as promoting intensification and brownfield site redevelopment.

Do Rules Help or Hinder and Who is this Robert Guy Anyway?

****This is a 2-part workshop taking up two (2) time slots****

Lori Lukinuk, Lori Lukinuk Parliamentary Services



This workshop, delivered by Lori Lukinuk, Professional Registered Parliamentarian and Certified Parliamentarian, will actively engage participants to build a greater understanding and appreciation of parliamentary procedure. We will discuss the roles and responsibilities of a chair, and individual board members and how rules of order should be used as a tool and not a weapon. This session will provide an overview of the most commonly used motions and dispel many myths associated with the running of meetings.

Validation Certificates: Don't let the simple become complicated

Aaron Platt, Partner, Davies Howe LLP



In this workshop, Aaron Platt will review the purpose and intent behind s. 57 of the Planning Act and the ability of a Committee of Adjustment to issue a Validation Certificate. The workshop will then explore methods of streamlining the review and processing of these (often) time-sensitive applications and effective ways to approach the needs of external constituents and internal clients.

How infuriated neighbors use the C of A to resolve their boundary disputes and the options available to protect the process

Chris Kamarianakis, CEO, Protect Your Boundaries Inc.



In 2014, Protect Your Boundaries, published empirical data concluding that 49% of residential properties in the GTA experience *significant* boundary related issues. In this workshop, CEO Chris Kamarianakis will explore the research findings, the implications to the Committee of Adjustment Consent and Variance Process, and suggest measures that can protect the integrity and efficiency of the C of A process.

Companion Program “*Scenic Indulgence*”

Registration Price - \$370.00 Maximum Number of Participants – 29

Monday, June 4 – Queen Victoria Park, Table Rock, Whirlpool, Floral Clock

Enjoy a tour of the Niagara area including a drive through picturesque Queen Victoria Park and along the scenic Niagara Parkway. During this tour you will enjoy stops at Table Rock, Whirlpool and the Floral Clock – don't forget your camera! For lunch you'll stop at the Boston Pizza on Clifton Hill for all you can eat gourmet pizzas in several different flavours. After lunch you'll tour Clifton Hill and enjoy a ride on the Skywheel, a giant ferris wheel with enclosed gondolas for an amazing view of the Falls and surrounding area.

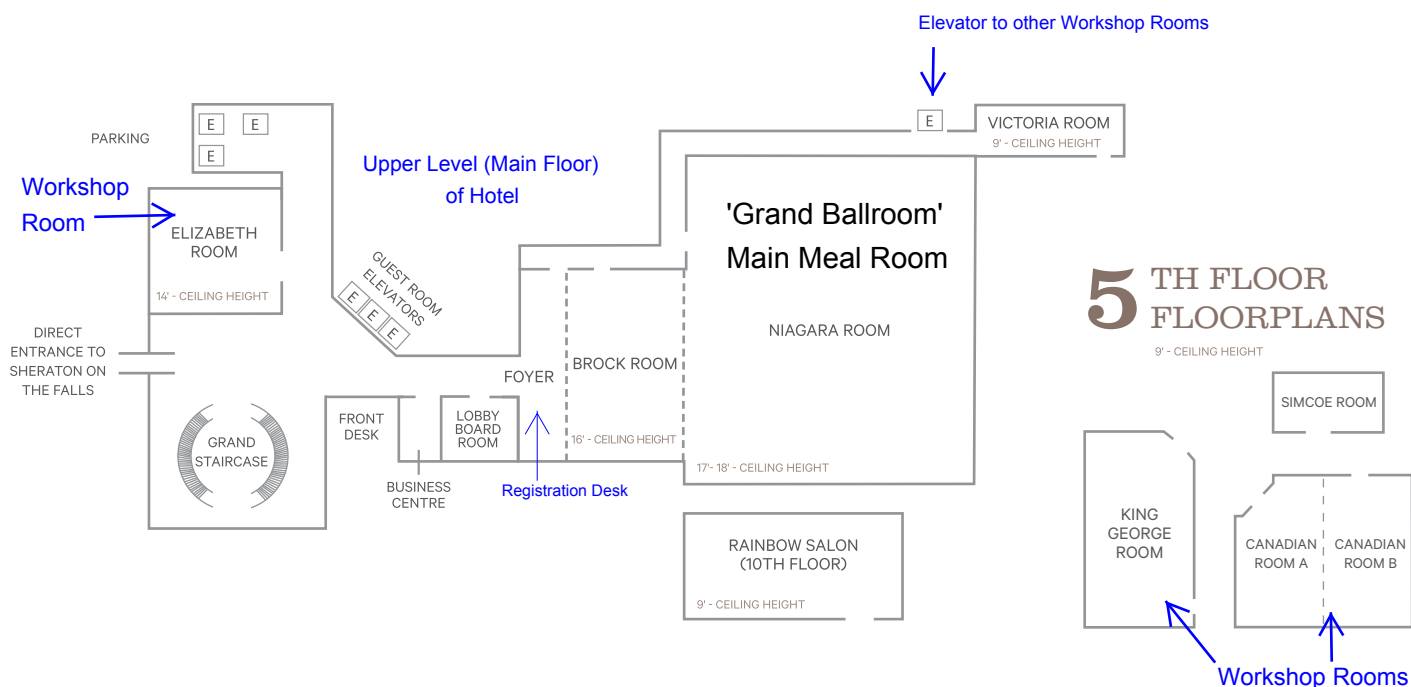


Tuesday, June – Chocolate FX, Niagara-on-the-Lake, Winery

Your second day of tours is all about *INDULGENCE*! On this day you'll visit Chocolate FX and learn how chocolate is 'panned'. You'll have a tour of the building and enjoy samples at Chocolate FX and have a chance to buy your loved one who's in workshops all day, some fresh-panned chocolate. After your chocolate experience you'll be whisked away to Niagara-on-the-Lake, the first capital of Canada for some free time on their quaint main street. Lunch will be provided at the Colonel Butler Inn. No visit to wine country is complete without a stop at a local winery, where you'll have a tour of the cellars and check out the various vines and have samples of their vintages.



Sunday, June 3 – 4:00 p.m. – 8:00 p.m. – Registration – Brock Main Lobby	
Sunday, June 3 – 7:00 p.m. – 9:00 p.m. – Wine & Cheese – Rainbow Salon (10th Floor)	
Sunday, June 3 – 9:00 p.m. – 11:00 p.m. – Networking Suite – Hard Rock Club Room	
MONDAY, JUNE 4	TUESDAY, JUNE 5
8:00 a.m. - 10:00 a.m. Registration – Brock Main Lobby	8:00 a.m. – 10:00 a.m. Registration – Brock Main Lobby
7:30 a.m. to 9:00 a.m. Breakfast – Grand Ballroom	7:30 a.m. to 9:00 a.m. Breakfast – Grand Ballroom
8:30 a.m. Official Conference Opening – Grand Ballroom	8:30 a.m. – 9:15 a.m. Election – Victoria Room
9:00 a.m. – 10:15 a.m. Workshop	9:15 a.m. – 10:30 a.m. – Workshop
10:15 a.m. – 10:30 a.m. Comfort Break (C/S)	10:30 a.m. – 10:45 a.m. – Comfort Break (C/S)
10:30 a.m. – 11:45 a.m. Workshop	10:45 a.m. – 12:00 p.m. - Workshop
12:00 p.m. – 1:00 p.m. Lunch & Cash Bar – Grand Ballroom	12:00 p.m. – 1:00 p.m. – Lunch & Cash Bar – Grand Ballroom
12:30 p.m. – 1:30 p.m. – Grand Ballroom – Nominations, Introduction of Candidates & Member's Forum (includes Resolutions, if required) *See Annual Report/Plenary Session	1:15 p.m. – 1:30 p.m. Comfort Break
1:30 p.m. – 1:45 p.m. Comfort Break	1:30 p.m.– 2:45 p.m. Workshop
1:45 p.m. – 3:00 p.m. Workshop	2:45 p.m. – 3:00 p.m. Comfort Break (C/S)
3:00 p.m. – 3:15 p.m. Comfort Break (C/S)	3:00 p.m. – 4:15 p.m. – Workshop
3:15 p.m. – 4:45 p.m. Workshop	6:00 p.m. Banquet/Cash Bar – Grand Ballroom (7:00 p.m. Dinner & Dancing to follow)
5:30 p.m. Buffet Dinner – Rainbow Room (10 th Floor)	Workshop rooms are located on the 5th Floor (see Floor Plan)
Hard Rock Club Room 7:00 – 8:00 p.m. – Meet the Candidates 8:00 – 9:00 p.m. – Dance Lessons 8:00 - 11:00 p.m. – Networking Suite	Comfort Break with Coffee/Snacks (C/S)
WEDNESDAY, JUNE 6 – 7:30 a.m. – 9:30 a.m. Breakfast – Grand Ballroom	
WEDNESDAY, JUNE 6 – 8:45 a.m. – Conference Closing Ceremonies – Grand Ballroom	



ROOM	DIMENSIONS (W X D X H)	THEATRE	CLASSROOM	HOLLOW SQ.	RECEPTION	BANQUET	BOOTH (8X10)	BOOTH (10X10)
Grand Ballroom*	7578 sq.ft.	850	504	-	830	696	60	52
Niagara Room	72 x 79 x 18 = 5688 ft ²	700	400	-	650	564	45	40
Brock Room	42 x 45 x 16 = 1890 ft ²	150	104	50	180	132	15	12
Foyer	23 x 45 x 16 = 1035 ft ²	-	-	-	-	-	-	-
Rainbow Salon	44 x 42 x 9 = 1848 ft ²	120	77	40	160	132	-	-
Elizabeth Room	44 x 34 x 14 = 1496 ft ²	130	68	36	120	120	-	-
Canadian Room AB	42 x 32 x 9 = 1344 ft ²	120	80	40	130	120	-	-
Canadian Room A	21 x 32 x 9 = 672 ft ²	60	40	26	60	60	-	-
Canadian Room B	21 x 32 x 9 = 672 ft ²	60	44	30	70	60	-	-
King George Room	22 x 42 x 9 = 924 ft ²	70	48	30	90	72	-	-
Victoria Room	39 x 15 x 9 = 585 ft ²	65	32	28	60	60	-	-
Lobby Boardroom	24 x 16 x 8 = 384 ft ²	Boardroom Only (12 People)						
Simcoe Room	23 x 11 x 9 = 253 ft ²	Boardroom Only (12 People)						

*The Grand Ballroom is a combination of the Brock Room and the Niagara Room.

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Sunday, June 3 – 7:00 p.m. – 9:00 p.m. – Wine & Cheese – Rainbow Salon (10th Floor)	
Sunday, June 3 – 9:00 p.m. – 11:00 p.m. – Networking Suite – Hard Rock Club Room	
MONDAY, JUNE 4	TUESDAY, JUNE 5
8:00 a.m. - 10:00 a.m. Registration – Brock Main Lobby	8:00 a.m. – 10:00 a.m. Registration – Brock Main Lobby
7:30 a.m. to 9:00 a.m. Breakfast – Grand Ballroom 8:30 a.m. Official Conference Opening – Grand Ballroom	7:30 a.m. to 9:00 a.m. Breakfast – Grand Ballroom
8:45 a.m. - Meet in Hotel Lobby	8:45 a.m. – Meet in Hotel Lobby
Morning Tour	Morning Tour
12:00 p.m. – Lunch at Boston Pizza	12:00 p.m. – Lunch at the Colonel Butler Inn
Afternoon Tour	Afternoon Tour
3:00 p.m. Return to Hotel	3:00 p.m. – Return to Hotel
5:30 p.m. Buffet Dinner – Rainbow Room (10 th Floor)	6:00 p.m. Banquet/Cash Bar – Grand Ballroom (7:00 p.m. Dinner & Dancing to follow)
Hard Rock Club Room 7:00 – 8:00 p.m. – Meet the Candidates 8:00 – 9:00 p.m. – Dance Lessons 8:00 - 11:00 p.m. – Networking Suite	
WEDNESDAY, JUNE 6 – 7:30 a.m. – 9:30 a.m. Breakfast – Grand Ballroom	
WEDNESDAY, JUNE 6 – 8:45 a.m. – Conference Closing Ceremonies – Grand Ballroom	

Sponsorship

OACA would like to thank our 2018 Conference Sponsors & Partners for their generous donation in support of promoting education and adjudication of applications processed under Section 45 and 53 of the Planning Act.



Ontario
Professional
Planners
Institute



Conference Information

- ✓ Door prizes are appreciated and will be drawn during lunch. Please drop off door prizes at the registration desk when you arrive
- ✓ We will be looking for volunteers to help with election, if you are interested please email oaca@outlook.com
- ✓ During the day on Monday & Tuesday, delegates can participate in a scavenger hunt to win a prize (details will be included in your conference package upon arrival)

2018 Annual Report

The 2018 OACA Annual Report is now available on our website. This report summarizes a year in review of your Board of Director's activities and accomplishments, including updates on administration, education, website, conference/seminar, legislation, finance, governance and nominations. If you would like to obtain an electronic copy of this report please email oaca@outlook.com . Hard copies will also be available at the Conference Registration Desk.

Conference Package Inserts

1. Financial Statement Report as prepared by Millard's Chartered Professional Accountants
2. 2017 AGM Minutes (as approved by the Board)
3. Proxy Form



2018 CONFERENCE REGISTRATION FORM – NIAGARA FALLS

June 3 - 6 Crowne Plaza 5685 Falls Avenue,
Niagara Falls, Ontario

DELEGATE INFORMATION

Title:	Sec. Treas.	Asst. Sec Treas.	Committee Member	OACA Member	Yes	No
Land Division Committee				Committee of Adjustment		Other:
Name:				Municipality:		
Mailing Address:					Postal Code:	
Telephone:		Email:		Fax:		
Dietary Requirements:						
Companion Name (if applicable):						

CONFERENCE PACKAGES & FEES

CONFERENCE REGISTRATION CLOSING ON MAY 28, 2018. Refunds requested on or before May 28, 2018 will be processed (subject to administrative fee of \$25.00). Refunds are NOT available after May 28, 2018.

	Member Fee	Non-Member Fee	Sub Total
Full Conference (Includes Monday & Tuesday night events)	\$550.00	\$680.00	\$
One Day Registration (includes workshops, breaks & lunch)	\$275.00	\$340.00	\$
Monday Tuesday			
Monday Night Event Ticket – Buffet Dinner	\$60.00	\$60.00	\$
Tuesday Banquet Ticket	\$80.00	\$80.00	\$
Full Companion Program (includes all activities, meals and events)	\$370.00	\$370.00	\$
Companion Meal Program (Includes Monday/Tuesday – Breakfast & Lunch, Wednesday Breakfast – No substitutions)	\$135.00	\$135.00	\$
Workshop Material Binder (hardcopy)	\$15.00	\$15.00	\$
Total Amount Enclosed (Please make all cheques payable to OACA)			\$

Available Workshops – Please refer to Conference Package for details. Delegates will be free to attend the workshops of their choice subject to availability.

Payment Details:

Cheque Enclosed (Made Payable to OACA) in the amount of \$ _____

Register online at www.oaca.info (e-payment accepted)

Please mail Conference Registration Form & Payment to:

OACA
1562 Otonabee Drive
Pickering ON, L1V 6T6

Venue Inquiries: Allison Goodwin - goodwina.oaca@gmail.com

Registration/Payment Inquiries: Christine Vigneault – oaca@outlook.com